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As you know,
He will be replaced by who will start
phasing in shortly after the first of the year. As I have mentioned
to you several times, I think it would be desirable if we made an
opportunity to chat with before he assumes command.
Accordingly, I called him today and suggested that we get together
sometime this month. He agreed that this would be a good idea and will
call me sometime next week to set a definite time.

For this first session I think it would be advantageous if you and I met with him alone. Perhaps at a later, separate session we should be the ones to make him acquainted with rather than wait for that meeting to take place when he moves in down at

25X1A9a 25X1A6a At the first meeting I would like to be prepared to discuss with the entire scope of the administrative relationship and the points which have caused friction in the past between people at the Records Center and I do not want this to be a gripe session but I think it would be useful to identify sources of irritation which we may hopefully be able to dispel. I suppose we should talk about the alarm system, the water leakage problem, vehicles, and anything else which you think we should raise. Perhaps this would be a good time to consider a new memorandum of understanding to replace memo of 1958 and any others that may exist. I would like to take the initiative and have a draft ready for discussion. You may want to consult in developing such a proposal.

promised to call toward the middle of next week to arrange a date, probably toward the end of next week. You and I should review the things we want to discuss with him a day or two before we meet. Can you prepare an agenda and a draft memo of understanding for you and I to review, say next Tuesday.

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